



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Notice of Regular Meeting of the Board of Directors

Thursday, March 24, 2022

3:30 P.M.

Due to the risk of COVID-19 transmission, this meeting will be held remotely via video/teleconference pursuant to Government Code Section 54953(e) (Assembly Bill 361). Members of the public may observe or participate in this meeting by joining the meeting online through the Zoom link provided below or by joining the meeting with a telephone by dialing the Zoom teleconference number provided below.

You may provide public comment during the meeting: (1) by using the chat function and typing your question or comment, (2) if you are joining online, by selecting the raise your hand function and speaking when called upon, or (3) if you are joining by phone, by pressing*9 to raise your hand and *6 to mute/unmute yourself and to speak. If you experience technical problems with the Zoom meeting, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda.

If you require an accommodation pursuant to the Americans with Disability Act, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda by 10:00 am on the day of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85086716589?pwd=OXVld3h3eDJYdjQvbDFGK2VRWnFOdz09>

Meeting ID: 850 8671 6589 Passcode: 719563

Dial In: (669) 900-6833,,85086716589#,,,,*719563#

Agenda

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF AGENDA: Changes or additions to the agenda.
3. APPROVAL OF MEETING MINUTES: January 27, 2022, Regular Meeting
4. PUBLIC COMMENT: *Individuals may speak on a non-agendized topic for up to three minutes.*

REGULAR BUSINESS

Members of the Public may speak on any agenda item for up to three minutes

5. CONSENT AGENDA
 - A. Consider adopting a resolution reconsidering the circumstances of the COVID-19 state

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SFCJPA.ORG



SAN FRANCISQUITO CREEK
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of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).

6. INFORMATION ITEMS

A. Executive Director's Report

7. ACTION ITEMS

A. Discussion and potential action on Draft Budget for FY 22/23

8. CLOSED SESSION

A. Conference with Legal Counsel — Existing Litigation

Government Code Section 54956.9(d)(1)

Name of case: Peter Joshua v. San Francisquito Creek Joint Powers Authority,
et al. San Mateo County Court of Appeal Case No. A163294

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

TITLE: Executive Director

9. BOARD MEMBER COMMENTS, INFORMATION ITEMS, REQUESTS and
ANNOUNCEMENTS (Information only)

10. ADJOURNMENT

PLEASE NOTE: Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 3:30 p.m. by Monday January 24, 2022, at sfcjpa.org -- click on the "Meetings" tab near the top.

SFCJPA REGULAR BOARD MEETING

MARCH 24, 2022



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

AGENDA

MEMBERS OF THE PUBLIC MAY SPEAK ON ANY AGENDA ITEM FOR UP TO THREE MINUTES

1. ROLL CALL

2. APPROVAL OF AGENDA: CHANGES OR ADDITIONS TO THE AGENDA.

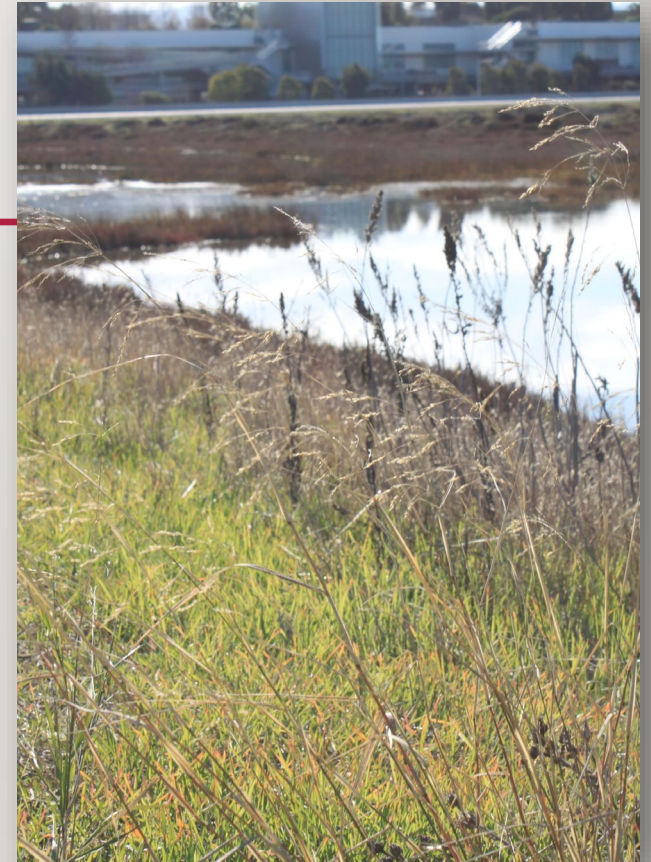
3. APPROVAL OF MEETING MINUTES: JANUARY 27 2022, REGULAR BOARD MEETING.

4. PUBLIC COMMENT: INDIVIDUALS MAY SPEAK ON A NON-AGENDIZED TOPIC FOR UP TO THREE MINUTES ON A TOPIC WITHIN THE SFCJPA'S JURISDICTION.



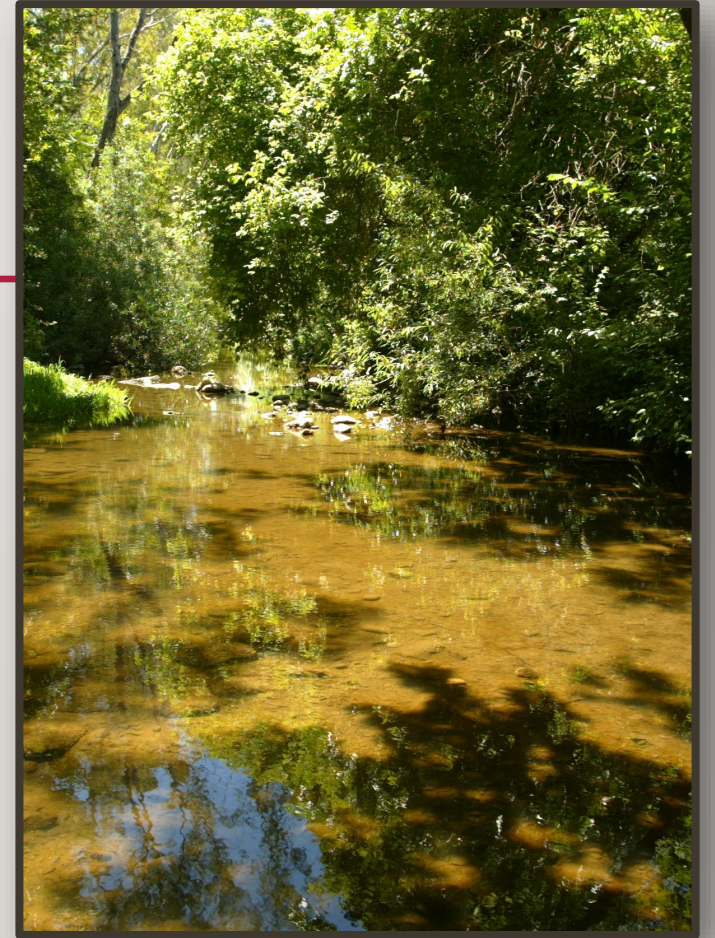
AGENDA ITEM 5 – CONSENT AGENDA

5.A Consider adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).



AGENDA ITEM – 6 INFORMATION ITEMS

6.A. Executive Director's Report





REACH I – DOWNSTREAM PROJECT

**INSTALLED 420 GUMPLANT PLANTS AS
PART OF THE ONGOING RESTORATION
PROGRAM**

**SPRING MAINTENANCE EVENT
SCHEDULED FOR LATE MARCH**

**CONTINUE TO MEET OR EXCEED
SUCCESS CRITERIA**

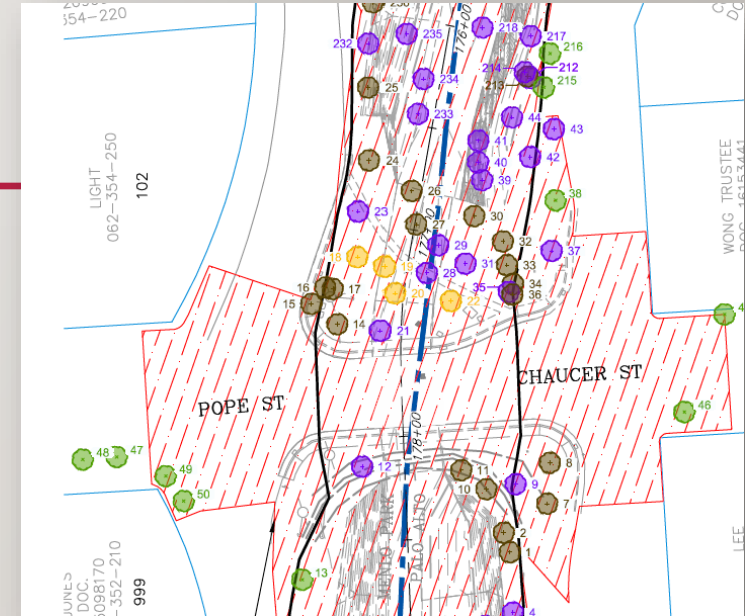
REACH 2 – MIDDLE REACH

P/C BRIDGE HMGP GRANT – HELD KICK-OFF MEETING.

USACE CAP 205 – ECONOMIC AND HYDRAULIC EVALUATIONS UNDERWAY.

DRAFT PERMIT BEING COMPILED FOR A FIRST WEEK IN APRIL SUBMITTAL.

OUTREACH TO CREEK-SIDE PROPERTY OWNERS FOR PERMISSION-TO-ENTER CONTINUES.

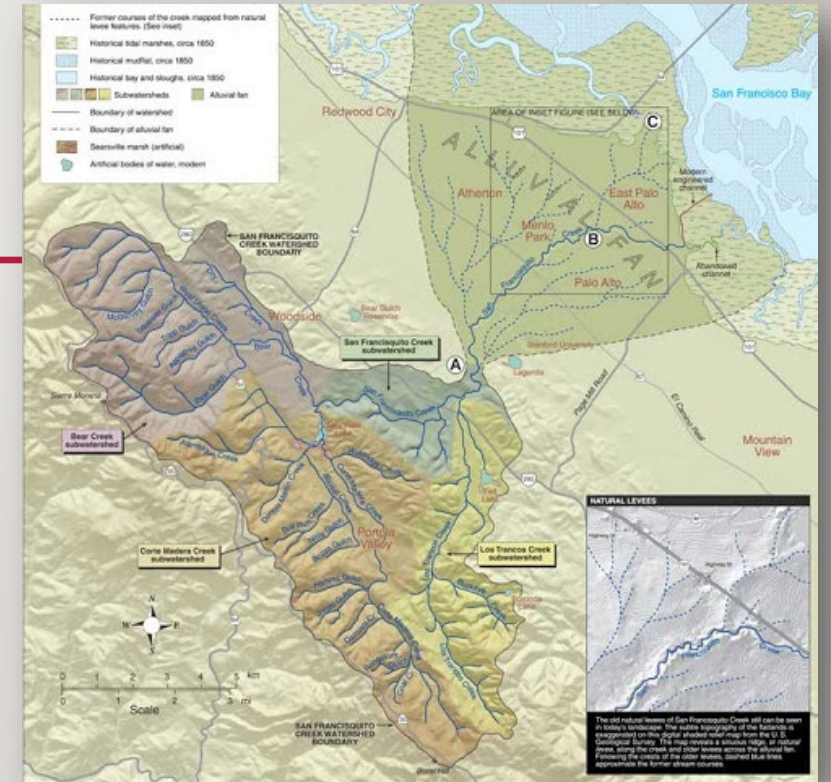


REACH 3 - EVALUATING DETENTION BASINS

CONSULTANT HAS PREPARED CONCEPTUAL
DESIGN

REVIEWED CONCEPTUAL DESIGN WITH
STANFORD

PLANS IN PROGRESS TO REVISIT THE SITE AND
COLLECT ADDITIONAL DATA, ENABLING
FEASIBILITY ASSESSMENT.



SAFER Bay Project

NOP release pending analysis of combining CEQA and NEPA. A small delay now may enable more efficiency later.

Measure AA grant – Informally notified of partial award. Official award pending formal decision on June 24, 2022.



Admin/Operations

Form 700 Reminder – These are due April 1.

Please email your completed forms to
mhparker@sfcjpa.org.

Please visit the FPPC website for filing
information.

<https://www.fppc.ca.gov/Form700.html>



Recognizing Tess Byler's 6 years of service



This month we are marking Tess Byler's sixth anniversary with the SFCJPA.

We are all grateful for Tess' enthusiasm, and hard work.

AGENDA ITEM 7.

ACTION ITEMS

7.A. Discussion and potential action on Draft Budget for FY 22/23



AGENDA ITEM 8.

CLOSED SESSION

The Board will convene a closed session for the purposes of:

8.A. Conference with Legal Counsel — Existing Litigation

Government Code Section 54956.9(d)(1)

Name of case: Peter Joshua v. San Francisquito Creek

Joint Powers Authority, et al. San Mateo County Court of Appeal,

Case No. A163294

8.B. Public Employee Performance Evaluation

TITLE: Executive Director

The Board will reconvene in open session to report any reportable actions taken.



AGENDA ITEM 9. BOARD MEMBER COMMENTS and ANNOUNCEMENTS

Board members may share news, updates, and announcements and may request items for future agendas.





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Agenda Item 10

Adjournment

Thank you, everyone.

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Director Abrica called the meeting to order at 3:30 p.m. via streaming video and teleconference call. Public input was solicited on each item and all public comments received are noted herein.

1) ROLL CALL

Members Present: Director Ruben Abrica, City of East Palo Alto
Director Drew Combs, City of Menlo Park
Director Pat Burt, City of Palo Alto (Not present at roll call)
Director Gary Kremen, Santa Clara Valley Water District (Valley Water)

Members Absent: Director Dave Pine, San Mateo County Flood and Seal Level Rise Resiliency District

JPA Staff Present: Margaret Bruce, Executive Director
Kevin Murray, Staff
Miyko Harris-Parker, Staff
Tess Byler, Staff

Legal Present: Trisha Ortiz
Ginetta Giovinco

2) APPROVAL OF AGENDA

ACTION: Motion and second (Kremen/Combs) to approve the agenda passed 3-0.

Roll call vote:
Director Abrica Aye
Director Combs Aye
Director Burt Not Present
Director Kremen Aye
Director Pine Not Present

3) APPROVAL OF THE December 16, 2021, REGULAR BOARD MEETING MINUTES

ACTION: Motion and second (Kremen/Abrica) to approve the December 16, 2021, Regular Board meeting minutes passed 3-0.

Roll call vote:
Director Abrica Aye
Director Combs Aye
Director Burt Not Present
Director Kremen Aye
Director Pine Not Present

4) PUBLIC COMMENT

None.

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5) GUEST SPEAKER Kenneth Dueker, J. D., OES Chief and Director of Emergency Services

Chief Dueker provided an update on winter safety and preparedness.

Director Abrica, reflecting the vegetation density of creek banks and on a fire that started in the creek last year, asked Chief Dueker to comment on possible jurisdictional issues regarding creek cleanups and maintenance. Chief Dueker explained that there were several issues relating to campfires and deliberately set arson fires in the creek last year and he commended Menlo Fire Protection District and Palo Alto Fire for their great work attending to these issues. Chief Dueker concurred with Director Abrica's comment regarding the density of the creek area vegetation and encouraged everyone to keep reporting incidents to the fire departments. Director Abrica thanked Chief Dueker for comments and updates on winter safety and preparedness.

Director Burt arrived at 3:36 pm.

6) CONSENT AGENDA

Consider adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).

Consider adopting a resolution approving the Memorandum of Understanding (MOU) between the SFCJPA, the City of Menlo Park, META Platforms Inc. (formerly Facebook) and PG&E for the implementation of the Menlo Park SAFER Bay BRIC grant.

Consider accepting the recommendation of the Personnel Committee for the Board's Executive Director review process and questions.

ACTION: Motion and second (Kremen/Burt) to approve the Consent Agenda passed 4-0.

Roll call vote:

Director Abrica Aye

Director Combs Aye

Director Burt Aye

Director Kremen Aye

Director Pine Not present

7) INFORMATION ITEMS

Executive Director's Report

Ms. Bruce provided project updates related to; Potential Repair/Replacement of Existing Palo Alto Top-of-Bank Features, Reach 2 funding and permitting, upstream detention evaluation, SAFER Bay Notice of Preparation (NOP) and Reach 1 plantings, signage and memorial plaque and bench installation. Director Abrica asked if the top of the bank work will require CEQA. Ms. Bruce replied yes, if significant work needs to be done, CEQA will be needed.

8) ACTION ITEMS

Board member roles and committee assignments

ACTION: Motion and second (Burt/Kremen) to approve Board Chair (Abrica) and Vice Chair (Combs) to continue as Chair and Vice Chair approved 4-0.

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Roll call vote:

Director Abrica Aye
Director Combs Aye
Director Burt Aye
Director Kremen Aye
Director Pine Not present

ACTION: Motion and second (Kremen/Abrica) to approve Board Committees representation to remain the same: Finance (Pine/Burt), Personnel (Abrica, Combs), Emergency Preparedness (Kremen/Abrica), Purposes, Roles and Responsibilities Committee (full Board) approved 4-0.

Roll call vote:

Director Abrica Aye
Director Combs Aye
Director Burt Aye
Director Kremen Aye
Director Pine Not present

ACTION: Motion and second (Abrica/Combs) to approve ACWA JPIA representation to remain the same (Combs/Byler) approved 4-0.

Roll call vote:

Director Abrica Aye
Director Combs Aye
Director Burt Aye
Director Kremen Aye
Director Pine Not present

Trisha Ortiz, SFCJPA legal representative, provided a summary of how long a SFCJPA Board Chair has served in the position as Chair.

9) CLOSED SESSION

Conference with Legal Counsel — Existing Litigation Government Code Section 54956.9(d)(1)
Name of case: Peter Joshua v. San Francisquito Creek Joint Powers Authority, et al. San Mateo
County Court of Appeal Case No. A163294

Adjourned to closed session at 4:08 pm.

Director Kremen left at 4:22 pm.

Readjourned at 4:23 pm.

Trisha Ortiz, SFCJPA legal representative announced that there were no reportable actions from the closed session.

10) BOARD MEMBER COMMENTS, INFORMATION ITEMS, REQUESTS and ANNOUNCEMENTS
(Information only)

None.

**San Francisquito Creek Joint Powers Authority
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DRAFT**

11) ADJOURNMENT

Adjourned at 4:24 pm.

Minutes drafted by Clerk of the Board: Miyko Harris-Parker.

RESOLUTION NO. 22-3-24-A

**A RESOLUTION OF THE SAN FRANCISQUITO CREEK JOINT POWERS
AUTHORITY RECONSIDERING THE CIRCUMSTANCES OF THE COVID-19 STATE
OF EMERGENCY AND MAKING FINDINGS IN CONNECTION THEREWITH TO
AUTHORIZE MEETINGS TO BE HELD VIA TELECONFERENCING PURSUANT TO
GOVERNMENT CODE SECTION 54953(e)**

WHEREAS, the Board of Directors (the “Board”) of the San Francisquito Creek Joint Powers Authority (the “Authority”) is committed to public access and participation in its meetings while balancing the need to conduct public meetings in a manner that reduces the likelihood of exposure to COVID-19; and

WHEREAS, all meetings of the Authority are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, pursuant to Assembly Bill 361, signed by Governor Newsom and effective on September 16, 2021, legislative bodies of local agencies may hold public meetings via teleconferencing pursuant to Government Code Section 54953(e), without complying with the requirements of Government Code Section 54953(b)(3), if the legislative body complies with certain enumerated requirements in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, on March 4, 2020, Governor Newsom declared a [State of Emergency](#) in response to the COVID-19 pandemic (the “Emergency”).

WHEREAS, the Centers for Disease Control and Prevention continue to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time.

WHEREAS, due to the ongoing COVID-19 pandemic and the need to promote social distancing to reduce the likelihood of exposure to COVID-19, the Authority intends to hold public meetings via teleconferencing pursuant to Government Code Section 54953(e).

WHEREAS, to continue meeting remotely pursuant to Government Code Section 54953(e), an agency must make periodic findings that: (1) the body has reconsidered the circumstances of the declared emergency; and (2) the emergency impacts the ability of the body’s members to meet

safely in person, or state or local officials continue to impose or recommend measures to promote social distancing.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY DOES RESOLVE AS FOLLOWS:

1. The Recitals provided above are true and correct and are hereby incorporated by reference.
2. The Board has reconsidered the circumstances of the COVID-19 state of emergency and hereby finds that the state of emergency continues to directly impact the ability of the members to meet safely in person.
3. The legislative bodies of the Authority may conduct their meetings pursuant to Government Code section 54953(e).
4. Staff is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the San Francisquito Creek Joint Powers Authority this 24th day of March, 2022, by the following vote:

Agenda Item 6.A.

Executive Director's Report, March 24, 2022

Project Updates

Reach 1 Project

Our spring maintenance work this year will include weed removal, hydroseeding in a few areas where cover is sparse, and placing metal cages over some original plantings to protect them from herbivores. Costs for this season's maintenance work will total \$24k and is within the allotted budget for O&M. The site continues to meet or exceed the mitigation success criteria in our regulatory permits.

We are working with a park equipment distributor to obtain the park bench and memorial plaque to be installed on the new boardwalk, which will be installed at the same time as the interpretive panels in compliance with construction limitations associated with the Ridgway's Rail nesting season. There have been supply chain delay issues associated with these items.

Reach 2 Project -

Potential Repair/Replacement of Existing Palo Alto Top-of-Bank Features – SFCJPA and V.W. staff have been reaching out to project neighbors in this area to obtain written Permission to Enter (PTE) authorizations. Of the 35 private properties in this project area, we have obtained PTEs from 18 property owners.

Reach 2 Funding

Together with the team from Valley Water, we participated in the Pope-Chaucer Bridge HMGP grant kick-off call. The HMGP grant program is a reimbursement-based, and the project team (including the SFCJPA) will need to comply with the rigorous State and federal grant documentation requirements.

USACE CAP 205 Project/Coordination

The USACE environmental and economic teams are completing the evaluation of the cost-effectiveness of the channel widening preferred project alternative/s. This evaluation determines if benefit of proposed actions vs. costs is greater than 1, based upon the USACE methodology (each federal agency has a different methodology).

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 Executive Director’s Report

Originally, the USACE planned to provide their economic assessment by the 23rd of February. However, no economic analysis was completed by that date. This has been delayed and they now anticipate completing this analysis in May.

Reach 2 Project Permitting

We are targeting the first week of April for the submittal of the Draft full permit application. Our project consultants are compiling and reviewing technical materials. We are targeting mid-April for the next Palo Alto Planning Application submittal.

Summary of Reach 2 Project Elements and Status (new details in red)

Reach 2 Elements	Design	Permitting	Rights of Way	Utility Relocations	Construction Funding/costs
Status	50% - 90%	Work on potential optimization of widening sites to minimize impacts to trees, creek channel and property owners has been completed and recommendations have been reviewed and accepted by Valley Water.	Coordination ongoing between SFCJPA and Valley Water re. rights of way process. Additional right-of-way work will be necessary for future repair/replacement of existing top-of-bank features in Palo Alto. Letters to property owners have been mailed, and follow-up calls, and visits are underway.	Utility mapping underway. PG&E assigning a PM for coordination	The engineering cost estimates for the funding gap table are being updated by Valley Water. Awaiting additional Channel Widening HMGP updates from CalOES.
This Month’s Update	60% design of Newell Bridge received March 8th.	Staff and consultants are compiling and reviewing all technical materials in preparation for a full Draft Permit Application submittal in the first week in April.	18 of 35 Top-of-Bank project neighbor PTEs and 4 of 11 Channel widening project neighbor PTEs are in hand.	We have connected with the newly assigned PG&E project manager for utility relocations.	Pope-Chaucer HMGP grant kick-off meeting held on March 1.

San Francisquito Creek Joint Powers Authority
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 Executive Director's Report

Reach 2 Elements	Design	Permitting	Rights of Way	Utility Relocations	Construction Funding/costs
		We anticipate a mid-April Palo Alto ARB application submittal.			
For Next Month (April. '22)		Draft permit application will be submitted for the bridges and channel widening elements of Reach 2.	VW will continue easement acquisition legal process for Santa Clara County parcels.	Initiate coordination of utility relocation for overall project with PGE, not just Pope Chaucer Bridge. Develop cost estimates with utility companies.	
Potential Issues (& opp's)	Exploring Site 5 designs w/ smaller project footprint.	Addition of fish migration elements could increase project footprint and costs	Negotiating with many private property owners.	Overhead power lines – or other utilities - could impact construction methods and costs. Underground utilities may limit design options.	Not all funding sources have been secured through agreements and others have timelines that must be met

Milestone	By Jan '22)	By July '22)	By Jan '23)	2023/2024 Construction/ Completion
Determination of Site 5 action (in progress)				
USACE FSCA and Feasibility Study				
Acquire land easements				
Utility relocation				
Permits acquired				
Funding agreement				
O&M agreement				

San Francisquito Creek Joint Powers Authority
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 Executive Director’s Report

Milestone	By Jan '22)	By July '22)	By Jan '23)	2023/2024 Construction/ Completion
Final Design				
Bid and Award				
Construction of Newell Bridge				2023
Construction of Widening Sites				2023(?)
Construction of Pope Chaucer Bridge				2024

Upstream Detention Evaluation

Our consultants have prepared a concept design based on an initial engineering feasibility assessment to share with Stanford, as stipulated in our site access agreement. Stanford and their consultants have provided comments on the concept design, which we are reviewing and will respond to this month. This review will enable us to revisit the site to collect more specific information to determine potential environmental impacts of construction, technical feasibility and cost.

SAFER Bay

Notice of Preparation (NOP) Issuance - We plan to release the NOP for a Programmatic EIR in early 2022, with public meetings beginning shortly thereafter. We are tentatively aiming for an “Earth Week” release date. We are considering the potential benefits of either a combined EIR/EIS or an EIR that satisfies most NEPA requirements and are evaluating the most expeditious and efficient path forward.

We have heard that the East Palo Alto HMGP grant Environmental and Historic Preservation (EHP) review is nearing completion and that a similar process will be started soon for Menlo Park’s FEMA BRIC grant.

We learned that our Measure AA grant application has been awarded funding. Not full funding – we requested \$4.9M over two years, but understand we will be awarded \$1M, which is enough to get us going on CEQA/NEPA for the project. We anticipate this being formalized in June.

The State of California has implemented a program called PrepareCA, which provides local matching funds to CalOES/FEMA HMGP grants for disadvantaged communities. The SFCJPA staff supported East Palo Alto in applying for a PrepareCA request for the city’s HMGP grant match. According to CalOES, “selections for PrepareCA Match will occur well before a sub-application proper is approved.”

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Executive Director’s Report

Form 700- Reminder

The Political Reform Act requires public officials to disclose assets and income that may be materially affected by their official actions by filing a “Statement of Economic Interests” (also known as a “Form 700”). All Board members and alternates must file a Form 700 with the SFCJPA. Forms should be mailed to the SFCJPA office attention Clerk of the Board or sent electronically to the Clerk of the Board to mhparker@sfcjpa.org. Please visit the FPPC website for filing information. <https://www.fppc.ca.gov/Form700.html>

Board members must send their Form 700 to the SFCJPA Clerk of the Board no later than April 1 of each year or as posted by the FPPC.

Forward View of Board Agendas

Please review and provide your input on items that you would like to see on future agendas. This forward view is updated for each Board Meeting.

Regular Board meeting	Envisioned Agenda Items
March	Complete E.D. Review
April	Potentially Finalize Budget
May	Finalize Budget
June	Resolution to accept award of Measure AA grant.
July	
August	Board Recess – No regular board meeting
September	

Agenda Item 7.A. Discussion of FY 22-23 Budget Items

FY 22-23 Budget Top-Line Highlights

The proposed FY 22-23 budget projects a revenue increase of 17.5%, representing a \$295,678 increase over the current fiscal year's budgeted revenue. The proposed FY 22-23 budgeted operations expenses project a preliminary increase of 1.78%, representing a \$30,728 increase over the current fiscal year's budgeted expenses.

The largest projected increases are from:

- The programmed contribution to reserves (\$220,209 based on 12.5% of budget expenses)
- The projected cost of the Top-of-Bank work Supplemental EIR (\$150,000)
- The necessary funding match for the USACE CAP 205 study (\$143,000).

With the two project-related costs removed, the projected FY 22-23 fiscal budget shows a preliminary 2.4% decrease in budgeted revenues and a 15.2% decrease in budgeted expenses compared FY21/22 approved budgeted revenues and expenses. The board's decision on any change to executive compensation will change these numbers.

There are three caveats for the preliminary draft 22-23 FY budget, listed below in order of impact on budget:

- Outcome of the USACE economic analysis of the CAP 205 Study, which should be known in May,
- Board's decision on the percentage of budget to allocate towards reserves,
- Board's decision on executive compensation.

Budget Details

The following is a description of the draft SFCJPA budget for fiscal year 22-23 by line item

Personnel (Budget line items 1-10)

Executive Director Salary – This is the current executive director's salary. The Board may choose to add a COLA and/or change this after the Executive Director's annual review, prior to finalizing the budget.

Executive Director Transportation Allowance – No change anticipated.

Finance & Admin. Mgr./Clerk of the Board (FAM/CB) Salary, Senior Project Managers (SPM) Salaries – I am recommending a Cost-of-Living Adjustment (COLA) of 4.5%. This COLA is based on benchmarking with the published Social Security COLA increase of 5.9%, the CalPERS increase of 3%, San Mateo County's increase of 3%,

3% then 4% increase over the next 18 months, and last June Valley Water increased salaries for engineers 4% (current year's numbers are not yet available).

The SFCJPA's salaries overall are on the low side of comparability. I want to ensure the team's compensation does not fall below comparable salary ranges from other similar regional jurisdictions. I place a high priority on the retention and morale of our highly qualified employees.

Employee Benefits

The cost of health insurance and other benefits continues to increase on par with other economy-wide cost increases. Providing employee benefits through the ACWA JPIA program has been the most cost-effective for a small governmental organization such as the SFCJPA.

Membership Dues

This budget line item covers the SFCJPA's membership in:

Association of California Water Agencies (ACWA/ACWAJPIA) - ACWA/JPIA (provides our employee health and life insurance benefits)

California Special Districts Association (CSDA) Provides education and training, current information that is crucial to a special district's management and operational effectiveness, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding. Our membership with CSDA also provides us with a discount on our worker's compensation and general liability insurance programs which are provided by SDRMA.

City Clerks Association of California (CCAC)

Government Finance Officers Association (GFOA)

Ground Water Resources Association (GRAC)

International Institute Municipal Clerks

National Association of Government Archives and Records Administrators (NAGARA)

The proposed budget amount reflects projected membership dues. Overall, these dues have increased annually between 2% and 17% over the last several years. Additionally, our ACWA/JPIA dues are indexed to our annual budget; as it changes, so do these dues.

Payroll Administration/Fees

The SFCJPA utilizes QuickBooks payroll. This fee is charged to support the payroll function and is not anticipated to increase in the next fiscal year.

Employer Taxes

These are State and federal payroll taxes and are based on employee compensation. This number will change if there are Board changes to compensation.

Contract Services (Budget line items 11-13)

Legal Counsel

Legal counsel costs are not anticipated to change – overall. Some areas of cost are expected to be reduced, while others will increase. On balance, the overall level of effort and projected costs for legal services from RWG is expected to be about the same. This year's expenditure rate is below projected. However, the current lawsuit remains unresolved, and we may have some early CEQA/NEPA work where additional efforts will be needed.

Auditor

The current contract for auditing services is set to expire after the completion of our FY20-21 audit. Per the contract, this is the known cost of the annual audit. The board should anticipate a different budget amount based on a new contract/auditor in ongoing fiscal years.

Project Consultants

The requested amount covers the costs of maintaining our creek monitoring system and the components of its web-based interface, as well as incidental technical support, often utilized for grant-applications. Any current year unspent funds in the Contract Services category are likely to find utility in preparing grant applications for anticipated State and federal climate change adaptation and infrastructure grant opportunities.

Upstream Detention Project expenses

Investigation of the feasibility and cost-benefit of an off-stream detention basin in the upper watershed on Stanford lands, including geotechnical, environmental, and cultural resources investigations. Preliminary evaluation work has been done in the current FY. We anticipate this work to continue into the 22-23 fiscal year.

Reach 2 Supplementary EIR

In the event the Top-of-Bank features on the Reach 2 portion of the creek downstream of the University Avenue bridge are determined to be beyond their design life and no longer suitable as they are, a supplementary EIR will be needed. Valley Water estimates the cost for a supplementary EIR to be up to \$200,000. Of that amount, we will be carrying over \$50K from the 21-22 fiscal year. The budget request for the 22-23 fiscal year is \$150,000. This is the first of two large necessary project-related expense items in the 21-22 fiscal year budget.

USACE CAP 205

Non-federal match to U.S. Army Corps of Engineers Continuing Authorities Program Section 205 study.

This is the second of two large necessary expense items in the 21-22 fiscal year budget. Our 'non-federal sponsor match' obligation for the next fiscal year will be \$343,000. Of that amount, I propose pulling \$200,000 from the unspent remainder from Reach 1 3-year maintenance funding from the construction funding agreement to supplement this line item, so that \$143,000 of new member contributions will complete the CAP 205 study match requirement for the 22-23 fiscal year. This will leave ~\$90,000 of unspent funds as a hedge against future unforeseen O&M needs for Reach 1.

The \$1.230M study, which is cost-shared 50/50 between the SFCJPA and the federal government, is the first necessary phase to secure up to \$10M in total federal investment through the Corps of Engineers for Reach 2 widening. The FY 22-23 contribution covers the cost of the USACE CAP 205 team for the SFCJPA's 22-23 Fiscal Year (which does not coincide with the USACE FY). The 22-23 FY increase does not increase our non-federal share/commitment to the study (which remains at 50%). The amount of our contribution for FY 22-23 is based on the USACE current total study cost estimate of \$1.230M – which could change. At this moment, we are also assuming that the study will result in a positive Benefit – Cost Ratio (BCR). The USACE team is performing the necessary evaluation of the economic benefits of the project, and we will have a firm "GO" or "NO-GO" decision by the end of May. If the analyses result in an unfavorable BCR, the study *may* be terminated, and if so, the SFCJPA's contribution may be removed from the 22-23 budget. Looking ahead to the contribution necessary to finish the CAP 205 study, and assuming a favorable BCR, our remaining contribution to complete the 50% share would be around \$60K in our FY 23-24.

Reach 1/Downstream O & M

Annual maintenance costs for project mitigation sites have been about \$70k/year. This item covers regulatory monitoring and reporting, as well as weeding, watering, and plant

replacement to meet the mitigation success criteria required by our construction permits. This amount has been consistent, year-to-year, but current drought conditions may require extra measures.

Administrative (Budget line items 14-26)

Computers/Software

At least one of our staff computers is at the end of its useful life and for reliability reasons should be replaced soon. In addition to the regular Microsoft Office suite of tools, we make use of video conferencing, file and project management tools, time-tracking, and Adobe software. This line item ensures we are current with all necessary software licenses.

Meeting Supplies

We anticipate costs to increase in this line item because we envision having hybrid meetings – both in-person and via the web – and will need to prepare accordingly.

Travel/Training

When we can take advantage of professional development opportunities, some of these require travel. We strive to minimize costs and to take advantage of web-based, nearby, and low-cost options.

Office Supplies

This covers printer ink, paper, and other miscellaneous office supplies.

Telecommunication

This line item covers cell phone allowances for staff.

IT Support

As we prepare for hybrid meetings, we will need to ensure our video, audio, and computer technologies are integrated and functioning. We will need some technical support as we get these systems in place.

Postage

This covers postage for anticipated SFCJPA U.S. Mail correspondence.

Printing/Design

This covers incidental printing of meeting materials, presentations, business cards, or similar.

Website

This covers the cost of our subscription to SquareSpace, GoDaddy and Nexcess. SquareSpace is the framework for the SFCJPA website, GoDaddy provides our website domain and Nexcess provides hosting services for our website.

Office Lease

Our current office lease renews on August 31, 2022. Last year I was able to negotiate a very favorable (minimal) rate increase. Given the popular nature of the 'hotel' office space model, to be conservative, I am assuming a higher percentage increase of 12% for the 11 months of the next fiscal year. That lease cost results in a cost-per-square-foot of approximately \$127/sf/yr. This lease cost INCLUDES four dedicated phone lines, internet, janitorial, utilities, security, mail service, landscape management, and parking. Comparable office space rates in the SFCJPA's jurisdiction (in Menlo Park, Palo Alto or East Palo Alto) range from \$86 to \$120/sf/yr. However, typical leases do not include the costs currently wrapped into the Regus office lease – so it is not a one-for-one comparison. Furthermore, office leases elsewhere may not include the costs of necessary tenant improvements, and some building owners/managers are reluctant to sub-divide vacant spaces into office sizes as small as the SFCJPA needs.

Utilities

We have no separate costs for utilities while leasing at the Regus offices.

General Contingency (Budget line item 27)

This budget field is for use of items not classifiable in other budget fields as well as contingency funds to cover expenditures in administrative or contract services at the Executive Director's discretion.

<u>DRAFT</u>		FY2021/2022 Approved Budget	FY2021/2022 current expenses as of 03/18/2022	FY2022/2023 preliminary Draft Proposed Budget. For discussion purposes only	% Increase/Decrease from FY21/22
REVENUES					
Member Contributions towards expenses (\$352,334 x 5) ₁		1,461,584	1,461,584	1,761,670	20.5%
Member Contributions towards reserves (per reserve policy approved by Board in 2020) (\$44,041.75 x 5) ₁		224,616	224,616	220,209	-2.0%
Interest		3,500	2,300	3,500	0.0%
Total Revenues		1,689,700	1,688,500	1,985,379	17.5%
EXPENSES					
Acct.	Description	Amount	Amount	Amount	Amount
Personnel					
1	Executive Director Salary	155,000	106,228	155,000	0.0%
2	E.D. Transportation Allowance	5,000	3,542	5,000	0.0%
3	Finance & Admin. Mgr./Clerk of the Board (FAM/CB)	106,668	73,404	111,467	4.5%
4	Senior Project Mgr. (SPM) Salary	123,480	95,317	129,037	4.5%
5	Senior Project Manager (SPM) Salary	123,480	89,918	129,037	4.5%
6	COLA ₂	15,913	-	-	4.5%
7	Employee Benefits	254,500	153,533	260,000	2.2%
8	Membership Dues	15,000	9,790	-	0.0%
9	Payroll Administration/Fees	3,000	1,266	3,000	0.0%
10	Employer Taxes	62,000	29,539	-	4.8%
	Subtotal Personnel	864,041	562,536	889,179	2.9%
Contract Services					
11	Legal Counsel	130,000	30,645	130,000	0.0%
12	Auditor	20,000	-	-	0.0%
13	Project Consultants (Flood Early Warning System, Ad Hoc Technical services, etc.)	70,000	21,368	-	0.0%
	Upstream Detention Project expenses	231,500	98,434	150,000	-35.2%
	Reach 2 Supplementary EIR ₃	50,000	-	-	200.0%
	Cap 205 ₄	160,000	160,000	143,000	-10.6%
	Reach 1 O&M	70,000	35,089	-	0.0%
	Subtotal Contract Services	731,500	345,536	733,000	0.2%
Administrative					
14	Computers/Software	5,000	5,546	7,000	40.0%
15	Meeting Supplies	2,500	2,177	5,000	100.0%
16	Travel/Training	9,000	3,229	8,000	-11.1%
17	Office Supplies	1,500	1,038	1,500	0.0%
18	Telecommunication	2,000	1,360	2,000	0.0%
19	IT	4,000	-	5,000	25.0%
20	Postage	100	353	150	50.0%
21	Printing/Design	1,000	4,311	750	-25.0%
22	Website	1,500	478	1,500	0.0%
23	Liability Insurance	15,000	9,653	-	0.0%
24	Office Lease	56,000	38,018	-	0.0%
25	Utilities	-	-	-	-
26	Office furniture/maintenance	800	-	600	-25.0%
	Subtotal Administrative	98,400	66,164	-	4.2%
General Contingency					
27	General Contingency	35,000	592	35,000	0.0%
Total Expenses		1,728,941	974,828	1,759,670	1.78%
<p>1 Member Contributions include 12.5% reserves approved by the Board in November 2020. Budgeting for reserves at 15% started with the FY21-22 approved budget. 2022 proposed contributions represent a 17.5% increase. (FY21/22 contribution) \$337,240 **The SFCJPA will maintain a reserve account in the range of 12.5% – 17.5% of the Authority's annual budget starting with</p> <p>2 COLA at 4.5%:Based on SSI and CALPERS 2022 COLA rates. Consumer Price index set to release 2022 salary rates April 2022</p> <p>3 Funds allocated for this budget field, \$50,000, are not expected to be depleted in this 21-22FY. Remaining funds will be rolled over to FY22-23.</p> <p>4 The total amount of expenditures in this account field in FY22/23 is expected to be \$343,000. \$200,000 will be pulled from remaining funds from the SFCJPA 1E grant funds.</p>					